

EMERGENCY SUBSTITUTE TEACHING PERMIT FOR PROSPECTIVE TEACHERS

This emergency permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten and grades 1-12 inclusive. The document is valid for one year. The holder may serve as a substitute for no more than 30 days for any one teacher and may only serve for a maximum of 90 days during the school year.

Requirements for the Permit:

- ☐ completion of a minimum of ninety (90) semester units of course work from a regionally accredited California college or university;
- ☐ verification of current enrollment in a regionally-accredited four-year California college or university; and
- ☐ passage of the California Basic Educational Skills Test (CBEST).

Applying for the Permit:

Applicants may submit their application packets directly to CCTC or through their employing agency. The application packet must include:

- ☐ completed 41-4 application form;
- ☐ completed 41-CIC and two completed fingerprint cards (if not previously submitted);
- ☐ all required fees (see "Fee Information" leaflet CL-659);
- ☐ official transcripts showing required course work, as described above;
- ☐ verification of enrollment in a regionally accredited four-year California college or university by an original letter from the registrar or office of admissions, or official transcripts showing work in-progress; and
- ☐ an original CBEST "Verification of Passing" score report.

Applying for the one-time reissuance of this permit:

Applicants may only apply for one reissuance of this permit. Applicants may submit their application directly to CCTC or through their employing agency. Applications submitted prior to the expiration date of the current permit will be valid for one year beginning the date the current permit expires. Applications submitted after the current permit expires will be valid for one year starting the date the application is submitted to the employing agency or CCTC.

Reissuance application packets must include:

- ☐ completed 41-4 application form;
- ☐ application fee (see "Fee Information" leaflet CL-659);
- ☐ official transcripts showing completion of fifteen (15) semester units of course work from a regionally accredited four-year California college or university taken since the previous permit was issued; and
- ☐ verification of continued enrollment in a regionally accredited four-year California college or university by an original letter from the registrar or office of admissions, or official transcripts showing work in-progress.